

JOE SERNA, JR. FARMWORKER HOUSING GRANT PROGRAM

Department of Housing and Community Development

P.O. Box 952054

Sacramento, CA 94252-2054

(916) 324-0695

JSJFWHG USE ONLY

Application No. _____

Date Received _____

Reviewer _____

APPLICATION**I. APPLICANT/SPONSOR**

A. Name: _____ ☐ Public Entity
 Address: _____ ☐ Nonprofit Corporation
 _____ ☐ Limited Partnership
 Contact Person: _____ ☐ Cooperative
 Telephone: _____ Ext. _____ Fax Number _____ ☐ Other: _____
 E-mail Address: _____ Federal Tax I.D. # _____
 Payee (Vendor) ID#: _____

B. Legislative District of Applicant _____ of Project _____
 Assembly District _____ Assembly District _____
 Senate District _____ Senate District _____

C. Consultant (if applicable) Name: _____
 Address: _____
 Contact Person: _____ Telephone: _____ Ext. _____
 Fax Number: _____ E-mail Address: _____

II. PROJECT/DESIGN INFORMATION

A. Name of Development: _____

B. Location (Address): _____

C. Activity Amount Requested

Predevelopment	\$ _____	Square Footage
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Homeownership	\$ _____	New Construction	_____
No. of Assisted Units: _____	\$ _____	Rehabilitation	_____

Rental	\$ _____	New Construction	_____
No. of Assisted Units: _____	\$ _____	Rehabilitation	_____

ALL rental project applicants must fully Complete Addendum "A".

Cooperative	\$ _____	New Construction	_____
No. of Assisted Units: _____	\$ _____	Rehabilitation	_____

TOTAL AMOUNT REQUESTED \$ _____

MATCHING SHARE \$ _____ See III-C.

II. PROJECT/DESIGN INFORMATION (continued)

D. Type of housing proposed:

- | | | | |
|------------------------------------|-----------------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Single Family | <input type="checkbox"/> Condominium | <input type="checkbox"/> Duplex/Triplex |
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Manufactured Housing | <input type="checkbox"/> Other _____ | |

E. Provide a summary of the proposed project including recent history of events in the selection of this site and describe in detail the proposed work scope. (Exhibit F)

F. How do you propose to assist agricultural households, including those of low-income and very low-income?

G. Describe your organization's capacity to undertake this project. (Exhibits A, B, C, D, E, I & J)

II. PROJECT/DESIGN INFORMATION (continued)

- H. Non-Profit applicants must submit a statement demonstrating their broad-based organization and how their board membership reflects a variety of interests in the community where the development will be located. Provide a copy of the latest board meeting minutes. (Include as a part of Exhibit C.)
- I. Describe your project's feasibility and potential obstacle's to that feasibility. How will you overcome those obstacles?
- J. In narrative form, describe the terms and conditions of funding, other than HCD, that is being proposed and the current status of such funding. Provide information on total development costs per unit and per square foot. Attach letters of commitment or applications for administrative funding (Exhibit H), construction/interim financing (Exhibit K), and for permanent financing (Exhibit L). **Disclose any current or anticipated pre-development loans.**

II. PROJECT/DESIGN INFORMATION (continued)

- K. List any Innovative or Other Special Features and/or Amenities, including any energy-efficient design or materials, which are planned for the project.
- L. If this is a rental project, describe the project ownership structure, including any anticipated changes during the course of the development. If there are multiple partners or affiliated organizations, explain the role of each, including the initial Limited Partner. (Attachments AA – EE)
- M. List any program or financial assistance that you have received from HCD during the past five years. Include dates, amounts and a contact person for each program. Describe any unresolved issues or adverse action taken by HCD in the last five years. Briefly outline your progress on any outstanding loan or grant.

II. PROJECT/DESIGN INFORMATION (continued)

- N. Describe other housing projects that you have developed in the last five years, including financing details.

III. ESTIMATED DEVELOPMENT COSTS

- A. Sources and Uses – Acquisition; Predevelopment

PROPOSED SOURCES AND USES PRE-DEVELOPMENT PHASE

USES	FWHG	HCD #2	LENDER #1	LENDER #2	OWNER'S CONTRIBUTION	TOTAL
Land Acquisition						
Soils report						
Engineering						
Architecture						
Legal - Real Estate						
Accounting						
Appraisal						
Application Fees						
Permits & Other Fees						
Other						
TOTAL						

Proposed lenders during pre-development and lien position

Proposed Lien Position

FWHG	\$	
HCD# 2	\$	
Lender # 1	\$	
Lender # 2	\$	
Owner's Contribution	\$	
Total	\$	

III. ESTIMATED DEVELOPMENT COSTS (continued)

B. Sources and Uses - Construction

PROPOSED SOURCES AND USES CONSTRUCTION PHASE

USES	FWHG	HCD #2	LENDER #1	LENDER #2	LENDER #3	OWNER'S CONTRIBUTION	TOTAL
Payoff Pre-Development							
Land Acquisition							
Permits & Other Fees							
Off-site Improvements							
Site Improvements							
Construction							
Contingency							
Engineering							
Architecture							
Legal – Real Estate							
Accounting							
Construction Interest							
Other							
Other							
TOTAL							

Proposed lenders during construction and Lien Position

Proposed Lien Position

FWHG		\$	
HCD # 2		\$	
Lender # 1		\$	
Lender # 2		\$	
Lender # 3		\$	
Owner's Contribution		\$	
Total		\$	

III. ESTIMATED DEVELOPMENT COSTS (continued)

C. Sources and Uses – Permanent Financing and Closing Fees

PROPOSED SOURCES AND USES PERMANENT FINANCING AND CLOSING FEES							
USES	FWHG	HCD #2	LENDER #1	LENDER #2	LENDER #3	OWNER'S CONTRIBUTION	TOTAL
Pay Const/ Loan # 1							
Pay Const/ Loan # 2							
Pay Const/ Loan # 3							
Pay Const/ Loan # 4							
Pay HCD Const. Loan							
Rollover Equity							
Rollover FWHG funds							
Syndication Fees							
Permanent Loan Fees							
Developer Fee							
Vacancy Reserve							
Replacement Reserve							
Audit							
TOTAL							

Proposed lenders for permanent finance and Lien Position			Proposed Lien Position
FWHG	\$		
HCD # 2	\$		
Lender # 1	\$		
Lender # 2	\$		
Lender # 3	\$		
Owner's Contribution/Equity	\$		
Grand Total Permanent Finance			\$
Less FWHG Funds			\$
Equals Match			\$

Total Number of Units _____
 Total Cost per Unit \$ _____
 Total per Square Foot \$ _____

 Number of Assisted Units _____
 Average FWHG cost per assisted unit \$ _____

FOR HOME OWNERSHIP PROJECT:

D. Are you planning to implement resale restrictions and/or equity sharing deeds of trust and/or promissory notes? ☐ Yes (Exhibit M) ☐ No

If yes, indicate lien position # above.

IV. MARKET AND FAMILY AFFORDABILITY DATA

A. Summarize the market study or other market data which demonstrates the need for farmworker housing and the ability of local farmworkers to pay for the proposed housing.

B. Number of farmworker families to be served: _____

C. Target income range to be served: \$_____

D. County Median Income \$_____

E. Average family housing payment levels:

1. Assisted (for families to be housed in units constructed with assistance from the FWHG Program and to be identified as "assisted units.")

- Rents/Mortgages \$_____
- Taxes/Insurance \$_____
- Utilities \$_____
- Fees (if applicable) \$_____
- TOTAL \$_____

HOMEOWNERSHIP

Unit Size	Proposed Sales Price	Proposed 1st Mortgage	FWHG Assistance	Other Assistance
2-Bedroom				
3-Bedroom				
4-Bedroom				
5-Bedroom				

RENTAL PROJECT UNITS

Apartment Size	Proposed Very-Low Rent < 50%	Proposed Low Rent < 80%	Proposed Moderate > 80%	Local Fair Market
1-Bedroom				
2-Bedroom				
3-Bedroom				
4-Bedroom				

IV. MARKET AND FAMILY AFFORDABILITY DATA (continued)

2. Local Area Market Rates

- Rents/Mortgages \$ _____
- Taxes/Insurance \$ _____
- Utilities \$ _____
- Fees (if applicable) \$ _____
- TOTAL \$ _____

F. Target percent of income for housing cost: from _____% to _____%

G. Estimated grant required per unit: Rental \$ _____ Homeownership \$ _____

V. RELOCATION

Is the proposed site currently occupied? ☐ Yes ☐ No

If yes, answer the following:

A. What is the current plan for disposition of the structures?

B. Have you developed a relocation plan? ☐ Yes, Exhibit O ☐ No

VI. SITE

A. Present Owner

Name: _____ Telephone: _____

Address: _____

B. Site Control - check one:

- ☐ Site owned by Applicant (Exhibit P)
☐ Option/Purchase agreement obtained (Exhibit Q) ☐ Other: _____
Expiration date of Option/Purchase agreement _____

C. Approval by Lender - check one:

- ☐ Site has been approved by Lender (Exhibit R).
☐ Site has not been approved by Lender. Status of approval process is: _____

VI. SITE

D. Special Hazards/Utilities

1. Has soils report been obtained ☐ Yes (Exhibit S)
☐ No, will be obtained from _____
(firm name)
by: _____ (date)
2. Is property in a flood plain? ☐ Yes ☐ No
If yes, explain design features that will mitigate this potential hazard: _____

3. Are utilities, water and sewer services now available for this site? ☐ Yes ☐ No
If not, explain how you will obtain these services: _____

E. Assessor's Block and Parcel Number: _____

F. Size: _____ acres
Density: _____ units/acre

G. Enclose site map (Exhibit T).

H. Enclose current preliminary title report (Exhibit U). Date of report: _____

I. Enclose most recent appraisal or other cost data (Exhibit V). Date of data: _____

VII. LOCAL APPROVALS

A. Zoning

Is the site presently zoned for the proposed use?

☐ Yes, zoning is _____

☐ No, zoning is _____

B. Subdivision (answer for homeownership and cooperative projects only).

Does this project have subdivision approval? ☐ Yes ☐ No

- If yes: ☐ Tentative map approval obtained, submit as Exhibit W.
☐ Final map approval obtained, submit as Exhibit X.
☐ Dept. of Real Estate - Subdivision public report, submit as Exhibit Y.

VII. LOCAL APPROVALS (continued)

If no, what is current status? _____

C. Opposition/Obstacles (Identify known opposition or obstacles to this project): _____

D. **FOR ALL TYPES OF APPLICANTS (Rental Projects):**

If more than 49% of rental units are to be restricted to low-income tenants, how will you comply with the requirements of Article XXXIV of the State Constitution. Provide any relevant documentation as Exhibit "Z".

VIII. ANTICIPATED COMPLETION SCHEDULE

- A. Permanent financing commitments will be obtained by:_____.
- B. Site option will expire on: _____
- C. Title will transfer by: _____
- D. Site development will begin by: _____
- E. Unit construction will begin by: _____
- F. Construction will be completed by: _____
- G. Full occupancy will be accomplished by: _____
-
-

APPLICATION AUTHORIZATION

A. THIS APPLICATION WAS PREPARED BY:

(Name)

(Title)

(Signature)

Date: _____ Phone: _____

B. THIS APPLICATION SUBMITTAL IS AUTHORIZED BY:

I/We certify that the information and statements submitted in, and as attachments to, this application are true, accurate and complete to the best of my/our knowledge. I/We authorize the Department of Housing and Community Development to verify any information pertaining to this application. I/We acknowledge and understand that if facts and/or information herein is found to be misrepresented, it may constitute grounds for rejection of the application, or default of the Joe Serna, Jr. Farmworker Housing Program grant for which the application is being made.

(Name)

(Title)

(Signature)

Date: _____ Phone: _____

EXHIBIT CHECK LIST "A"
NOTE: Please separate and tab Exhibits.

EXHIBIT ITEM	NAME OF EXHIBIT	APPLICATION SECTION #	(FWHG use only) RECEIVED
Addendum	Addendum to the JSJFWHG Application "Rental Project Only"		
A	A copy of the articles of incorporation of the corporation, or in the case of a public agency other than a city or county, its authorizing resolution.	II -G	
B	A current copy of the by-laws of the corporation, cooperative, or the governing body of the public agency.	II-G	
C	A list of the board of directors of the corporation, cooperative, or the governing body of the public agency.	II-G & H	
D	A recent financial statement of the applicant organization including a balance sheet and income statement (not required from public entities)	II-G	
E	Board resolution authorizing a grant application and contract.	II-G	
F	Schematic Plans - Include name and telephone number of architect and indicate status of design approvals.	II-E	
G	Schedule of sale and/or rental prices	IV-E	
H	Letter of commitment or application for administration funding	II-J	
I	Certificate of Status*	II-G	
J	Statement of Officers*	II-G	
K	Letter of commitment or application for construction/ interim financing	II-J	
L	Letter of commitment or application for permanent financing	II-J	
M	Resale restrictions and/or equity sharing	III-D	
N	Market study	IV-A	
O	Relocation plan	V-B	
P	Grant deed	VI-B	
Q	Option or Purchase Agreement	VI-B	
R	Site approval letter from lender	VI-C	
S	Soils report	VI-D	
T	Site map	VI-G	
U	Preliminary title report	VI-H	
V	Appraisal or other cost data	VI-I	
W	Tentative map approval	VII-B	
X	Final map approval	VII-B	
Y	Subdivision public report	VII-B	
Z	Article XXXIV Documentation	VII-E	

*May be obtained from the office of the Secretary of State.

EXHIBIT CHECK LIST "B"
NOTE: Please separate and tab Exhibits.

EXHIBIT ITEM	NAME OF EXHIBIT	APPLICATION SECTION #	(FWHG use only) RECEIVED
AA	Certificate of Limited Partnership (LP1)	II-L	
BB	Loan Authorization	II-L	
CC	Partnership Agreement (executed) <u>Projections</u> including all parts	II-L	
DD	Organization Documents from partnership's GP	II-L	
EE	Certificate of Partnership Standing	II-L	

(Sponsor Letterhead)
(SAMPE) RESOLUTION NO. _____

The _____ of _____
(Board of Director/Commissioners/etc.) (Name of Agency/Corporation)

HEREBY AUTHORIZES THE SUBMITTAL OF AN APPLICATION, THE INCURRING OF AN OBLIGATION AND INDEBTEDNESS, THE EXECUTION OF CONTRACTS AND ANY AMENDMENTS THERETO, AND THE EXECUTION OF OTHER DOCUMENTS NECESSARY TO SECURE A GRANT OF FUNDS FROM THE JOE SERNA, JR. FARMWORKER HOUSING GRANT PROGRAM OF THE STATE OF CALIFORNIA.

WHEREAS, pursuant to Section 50517.5 of the California Health and Safety Code, the California Department of Housing and Community Development ("State") is authorized to make grants for the production of assisted housing for farmworkers in California; and

(insert: agency/corporation name) organized under the laws of California, is empowered and eligible to receive said grants; and

WHEREAS the (insert: Agency/Corporation name) wishes to provide assisted housing for farmworkers;

IT IS NOW RESOLVED THAT the (insert: Agency/Corporation name) authorizes (insert: name(s) of individual) to appear and submit an application to the State for the development and/or rehabilitation of housing and/or other related facilities ("Project") generally located at: (insert: address/location), which project is known as: (insert: name(s) of project).

IT IS FURTHER RESOLVED THAT upon approval of said application by the State, the Agency/Corporation authorizes (insert: name(s) of individual) to execute and sign a Standard Agreement and any amendments thereto, a Lien Agreement and any amendments or modification thereto, and any other documents or security instruments required to secure an indebtedness for the above-described project, which indebtedness shall not exceed the amount approved by the State.

PASSED AND ADOPTED THIS ____ day of _____, 20__, by the following vote:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

The undersigned (insert: name) Secretary of the (insert: Agency/Corporation name) does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Board of Directors adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Date Secretary (Signature) Name (type or print)

AP-102 (10/10/00)

Filename: Application 2002NOFA
Directory: G:\CA\Rural Services\F W H G\fwhgWEBDOCS
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Data\Microsoft\Templates\Normal.dot
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